Accessing and Completing GoLearn Online Training Courses at the Gov Online Learning Center

Introduction   You have access to over 1200 Business and Information Technology online training courses at the Office of Personnel Management's *Gov Online Learning Center* (GOLC). These courses have been paid for by your agency and are available for you to complete at your discretion.

As you finish the online training courses it is important to document the completions in your individual training history. See User Guide *Documenting GoLearn Course Completions in Employee Training Histories.*

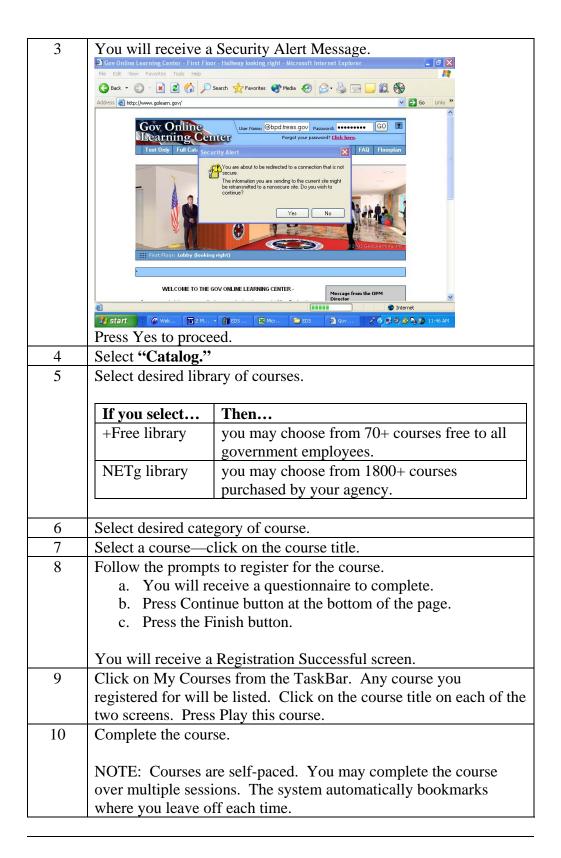This training is available via the Internet at **www.golearn.gov**.

Create a Shortcut   To create a shortcut to GoLearn website for your desktop:

Step	Action
1	Right Click on page – anywhere except on the picture
2	Select Create Shortcut from the menu

Steps   To access the online course at the GOLC:

Step	Action
1	Go to **www.golearn.gov.**
2	Enter your work e-mail address in **"User Name"** block and your password in the **"Password"** block. Hit **"Enter"** or Click **"Go."** NOTE: If you have not previously completed your registration at GOLC, you will receive a message that will prompt you to complete it now.

3	You will receive a Security Alert Message. Press Yes to proceed.
4	Select **"Catalog."**
5	Select desired library of courses. | If you select…	Then…
+Free library	you may choose from 70+ courses free to all government employees.
NETg library	you may choose from 1800+ courses purchased by your agency.	
6	Select desired category of course.
7	Select a course—click on the course title.

8	Follow the prompts to register for the course.
	    a. You will receive a questionnaire to complete.
	    b. Press Continue button at the bottom of the page.
	    c. Press the Finish button.
	
	You will receive a Registration Successful screen.

9	Click on My Courses from the TaskBar. Any course you registered for will be listed. Click on the course title on each of the two screens. Press Play this course.
10	Complete the course. NOTE: Courses are self-paced. You may complete the course over multiple sessions. The system automatically bookmarks where you leave off each time.

Receive Completion Certificate

Steps	Action
1	Go to My Courses – all courses you are registered for will be listed
2	Find the course you need to print the certificate for
3	Press Completion Certificate
4	Select print button
5	Give copy of certificate to your Training Coordinator to enter into Employee Development System (EDS)